

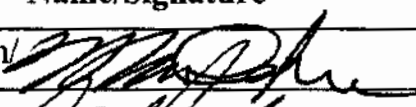
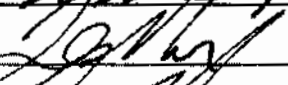

EM Facility Representative Group Operating Manual

Chapter: **FR-OM-01**

Title: **Facility Representative Group
Operating Manual**

Issue Date: 10/15/03

Revision: 02

	Name/Signature	Date
Preparer:	Dean Jackson/ 	10/7/03
Peer Reviewer:	Tim D. Noe/ 	10/7/03
Approver:	Tim D. Noe/ 	10/7/03

1.0 PURPOSE

- 1.1 This chapter establishes the development and maintenance requirements for the Environmental Management Facility Representative Operating Manual. The manual is a set of operating instructions (Chapters) that the EM Facility Representatives Team Lead (FRTL) issues to the Facility Representatives to assist in the performance of their assigned tasks.

2.0 REFERENCES

- 2.1 DOE-STD-1063-2000, Facility Representatives
- 2.2 ORO-EM-4.4 Facility Representative Program

3.0 REQUIREMENTS

- 3.1 The manual shall be a controlled document and shall contain the following elements:
 - 3.1.1 Controlled document number corresponding to the controlled distribution list.
 - 3.1.2 Controlled distribution list
 - 3.1.3 Index (including pending, unassigned, and canceled chapters)
 - 3.1.4 An information page for chapters that is either pending or canceled.
 - 3.1.5 Tabs separating each chapter
- 3.2 Each manual chapter shall contain the following elements:
 - 3.2.1 Chapter Number
 - 3.2.2 Title

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3.2.3 Revision Number

3.2.4 Issue Date

3.3 Each manual chapter shall address a single topic (e.g. Required Reading, Logkeeping, Reporting, Assessments, Training, etc.).

3.4 All manual chapters should be peer reviewed and signed by at least one fully qualified and certified facility representative prior to forwarding to the Group Leader for final review and issuance.

3.4.1 The preparer and peer reviewer can be one in the same person if they are considered the SME and they are a fully qualified Facility Representative.

3.4.2 The Facility Representative Team Leader (FRTL) can be the peer reviewer if the chapter topic deals with programmatic issues such as Records Management, Manual Maintenance, document form and format, and training and qualification.

3.5 All EM Facility Representative shall be issued a controlled copy of the manual for their use and reference.

3.6 In the unlikely event that the manual is or seems to be in conflict with an upper-tier document, the upper-tier document shall prevail.

3.7 An Immediate Change Notification (ICN) is a mechanism used by the FRTL to communicate changes to chapters and the addition of new topics and requirements to the manual that could have an immediate impact to the FR.

3.7.1 An ICN may be issued in the form of a memo to all manual holders by the EM FRTL.

3.7.2 An ICN shall remain in effect until canceled by a formal change to the manual.

3.7.3 An ICN should be replaced by a formal change to the manual within 90 days after issuance of the ICN but shall not exceed one year.

3.7.4 Any ICN not addressed by a formal change within one year shall be removed from use by the FRTL.

3.7.5 An active ICN shall be placed in the last tab of the manual and maintained there until a formal change is made.

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- 3.8 A Manual Change Request (MCR) should be forwarded to the FRTL by individuals who discover a deficiency (format or technical) with the manual or chapter. The MCR should be communicated by e-mail and contain the following elements:
 - 3.8.1 Manual chapter number
 - 3.8.2 A description of the deficiency
 - 3.8.3 Suggested change to correct the deficiency
 - 3.8.4 Source of the correction wording
 - 3.8.5 Requester name, title, phone number, location, and e-mail address
- 3.9 Manual chapters are effective upon notification and signed receipt by the individual on the controlled distribution list.
 - 3.9.1 The signed receipt shall also double as notification by the recipient that they have read and understood all the effected changes or additions to the manual.
- 3.10 A record copy of the manual, manual chapter, and change history shall be maintained by the EM FRTL.
 - 3.10.1 The administrative responsibility for this action can be delegated to the appropriate administrative staff support.
 - 3.10.2 The FRTL should review the program records annually to ensure they are being properly maintained.
- 4.0 **RESPONSIBILITIES**
 - 4.1 Facility Representatives Team Leader
 - 4.1.1 Determines needed manual chapters.
 - 4.1.2 Assigns personnel to write chapters.
 - 4.1.3 Assigns personnel to peer review new manual chapters or revisions.
 - 4.1.4 Forwards any comments to preparer.
 - 4.1.5 Assigns Manual Chapter Title and Number.

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- 4.1.6 Review and/or approves all components of the manual and chapters.
- 4.1.7 Ensures controlled copies of the manual and manual chapters are issued to designated personnel.
- 4.1.8 Approves all MCRs.
- 4.1.9 Issues and controls ICNs.
- 4.1.10 Reviews the manual for technical contents and accuracy annually.
- 4.1.11 Audits program documents and history files for proper maintenance and history retention.

4.2 Facility Representatives

- 4.2.1 Prepares Manual Chapter in accordance with the format and instructions contained in Appendix I. Note that all pages after the cover page will contain a header at the top of the page with the manual chapter identified.
- 4.2.2 Forwards signed completed manual chapter to designated peer reviewer for review.
- 4.2.3 Resolves comments from peer reviewer and/or Facility Representative Group Leader.

4.3 Manual Administrator (FRTL or Designated Individual)

- 4.3.1 Maintains official controlled distribution list.
- 4.3.2 Distributes copies of new or revised chapters to all controlled copy manual holders.
- 4.3.3 Maintains the master copy of the manual and the change history files (electronic and hard copy).

5.0 DEFINITIONS/ACRONYMS

5.1 Definitions

- 5.1.1 None

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5.2 Acronyms

5.2.1	FR	Facility Representative
5.2.2	FRTL	Facility Representative Team Lead
5.2.3	ICN	Immediate Change Notification
5.2.4	MCR	Manual Change Request

6.0 ATTACHMENTS

6.1 Attachment "A" Manual Chapter Format

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Attachment "A" Manual Chapter Format

(Document Header)

EM Facility Representative Group Operating Manual

Chapter: **FR-OM-????**

Title: **????**

Issue Date: **?????**

Revision: 00

	Name/Signature	Date
Preparer:	Name/Signature	
Peer Reviewer:	Name/Signature	
Approver:	Name/Signature	

1.0 PURPOSE

1.1 Purpose Text

2.0 REFERENCES

2.1 Listed References

3.0 REQUIREMENTS

3.1 Section Title or Requirement Text

3.1.1 Requirement Text

4.0 RESPONSIBILITIES

4.1 Title

4.1.1 Responsibility Statement

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Attachment “A” Manual Chapter Format

5.0 DEFINITIONS/ACRONYMS

5.1 Definitions

5.1.1

5.2 Acronyms

5.2.1

6.0 ATTACHMENTS

6.1 Attachment “A” (Title)